

# Alamo Community College District



## RECRUITMENT

1. High-demand health care occupations: Environmental Services, Medical Records, Medical Back Office, Member Services and Call Center, Food Service, Records Access and Registration, and Material Management.
2. Recruitment approaches: Partner referrals, program flyers, and community center referrals.
3. Recruitment goal: Alamo Colleges together with our contracted and referral partners will reach out to more than 1,000 individuals throughout the year in order to achieve the minimum of 105 certified enrollments.

## ASSESSMENT, ACADEMIC ADVISING, AND ACADEMIC SUPPORT

1. Tests used: Drug and Criminal Background verification, and TABE testing.
2. Learning support available: Case management, counseling, instructor support/tutoring, and Time Limited Employment Training (job shadowing).
3. Enrollment goal: Enroll 105 students.

## EDUCATION AND TRAINING

1. Pre-training courses: Not applicable.
2. Programs offered:
  - A. Environmental Services, 12½ weeks, certificate.
  - B. Medical Records, 14 weeks, certificate.
  - C. Food Service, 8 weeks, certificate.
  - D. Medical Back Office, 12 weeks, certificate.
  - E. Member Services and Call Center, 12 weeks, certificate.
  - F. Materials Management, 10 weeks, certificate.
  - G. Registration Access, 13½ weeks, certificate.
3. Program completion: 91 students.

## SUPPORT SERVICES

1. Transportation: HPOG Program.
2. Full tuition: HPOG Program.
3. Food assistance: SNAP.
4. Utilities assistance: HPOG Program.
5. Child care: TANF, Head Start.
6. Uniforms: HPOG Program.

## EMPLOYMENT AND EMPLOYER RELATIONS

1. Employer engagement strategies: Provide Time Limited Employment Training, giving participants opportunities for job training, accumulating work experience, and building relationships with employers. Provide students with a career path map in their occupation area and as specified at the employer, and obtain feedback from student on their progress after course completion and how to improve the program.
2. Employment goal: Employ 82 students in any field (with 75 of these students in health care professions).